

CITY OF ECORSE

JOB DESCRIPTION

TITLE: CITY CONTROLLER, FULL TIME

DEPARTMENT: Controller's Office
DIVISION: Finance
REPORTS TO: City Administrator
UPDATED: March 2015
RATE: DOQ

HOW TO APPLY: Resume, cover letter, salary requirements, consent form, and five professional references must be sent to: woneal@ecorsemi.gov; Subject Line: Ecorse Financial Director Search or mail to: The City of Ecorse Attn: City Administrator 3869 W. Jefferson Ecorse, MI 48229

JOB SUMMARY: Under the general supervision of the City Administrator, the City Controller position is a critical department head position. The City Controller oversees and directs all aspects of the city's finances, including preparation and administration of the city strategic plan, budget, preparation of financial reports, and oversight of accounting, payroll, grant reporting, and purchasing. The position also supervises the directors of treasury, purchasing, and assessing. The City Controller reports directly to the City Administrator

The statement above is intended to describe the general nature and level of work which may be performed. It is not to be construed as an exhaustive list of all job duties performed.

MINIMUM QUALIFICATIONS and REQUIRED KNOWLEDGE, SKILLS, EXPERIENCE & ABILITIES:

Education: Bachelor's Degree in Business or Public Administration, Accounting, or related field; a Master's Degree in Business or Public Administration or CPA is desired.

Experience: The position qualifications also require five or more years in financial management in complex organizations; knowledge of governmental accounting and budgeting theory, principles and practices; and management at a supervisor and director level. Must be familiar with BS&A Software. The position also requires demonstrated written and oral communication skills.
